

## **Directors of Finance**

### **New Positions**

The General Assembly did not approve any new positions for Directors of Finance offices.

### **Office Expenses**

Listed below are reimbursable office expenses:

Compensation Board Policy
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VALECO - Virginia Association of Locally Elected Constitutional Officers Annual Meeting - Officer or their designee (max 1) \$100.

LGOC - Local Government Officials' Conference – Officer or their designee (max \$100.

TAV - Treasurers' Association of Virginia Annual Meeting - Officer or their designee (max 1) \$100.

CRAV - Commissioners of the Revenue Association of Virginia Annual Meeting Officer or their designee (max 1) \$100.

REIMBURSEMENT IS LIMITED TO STAFF IN COMPENSATION BOARD FUNDED PERMANENT POSITIONS.

<u>Code</u> 15.2-1636.15
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Treasurers' Association of Virginia Dues (Treasurer Only)  
Commissioner of the Revenue Association Dues (Commissioner Only)

VALECO dues (Principal Elected Officer Only)

Internet access costs (line charges, ISP costs or locality service charges)

Stationery, postage printing and advertising

Data processing services, telephone service

Repairs to office furniture and equipment

Premiums for burglary and other insurance

## **Requests for Transfers**

Written concurrence of the local governing body is **required** for requests to increase your budget or to transfer budgeted funds to equipment expense.

## **Non-Reimbursable Expenses**

<u>Code</u> 15.2-1636.14
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The following are not reimbursable by the Compensation Board:

- Notary Public seal, fees or application
- Audit services
- Telephone equipment installation costs
- Subscriptions to periodicals, newspapers, Code of Virginia
- Name tags, desk signs, business cards
- Chair mats, custom software, calculator maintenance contracts
- Taxes
- Licenses, business or professional
- Dog tags or related expenses
- Decals or stickers of any kind
- Printing of licenses or license books
- Advertising other than state and local income, real estate or personal property tax
- Schools or in-house training

Compensation Board Policy
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Forms:

- Applications, Building Permits
- Custom check registers
- Employee earnings records
- Real estate forms, Delinquent real estate tax statements
- Personal property forms
- Vehicle registration forms
- Yard sale/garage sale applications

If you have any questions concerning the reimbursable nature of any expense, please call the Compensation Board **prior** to expenditure.

## **Treasurers' Career Development Program**

A Career Development Program for Treasurers and Directors of Finance (principal officer only) was approved by the 2000 General Assembly.

The following related information can be found on the Compensation Board website by selecting Publications and Forms:

[Treasurers Career Development Program](#)

## **Deputy Treasurers' Career Development Program**

A Career Development Program for Deputy Treasurers was approved by the 2004 General Assembly.

The following related information can be found on the Compensation Board website by selecting Publications and Forms:

[Deputy Treasurers Career Development Program](#)

## **Directors of Finance Salaries**

The Commonwealth's share of the principal officer's salary is 50% of the 1980 salary plus 100% of all increases thereafter.

<u>Code</u> 15.2-1636.12
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The Compensation Board reimburses staff salaries at 50% of the Compensation Board approved amount.

Appropriation Act, Item 505
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Provides a 3% salary increase for Compensation Board funded positions effective December 1, 2004.

A.1 The annual salaries of elected or appointed officers who hold the combined office of city treasurer and commissioner of the revenue, or

elected or appointed officers who hold the combined office of county treasurer and commissioner of the revenue subject to the provisions of 15.2-1636.17, Code of Virginia, shall be as hereinafter prescribed, based on the services provided, except as otherwise provided in 15.2-1636.12, Code of Virginia.

	July 1, 2004 to November 30, 2004	July 1, 2004 to November 30, 2004 with CDP	Dec 1, 2004 to June 30, 2005	Dec 1, 2004 to June 30, 2005 with CDP
Less than 10,000	50,165	54,830	51,670	56,475
10,000-19,999	55,741	60,925	57,413	62,752
20,000-39,999	61,934	67,694	63,792	69,725
40,000-69,999	68,814	75,214	70,878	77,470
70,000-99,999	76,461	83,572	78,755	86,079
100,000-174,999	84,955	92,856	87,504	95,642
175,000-249,999	89,428	97,745	92,111	100,677
250,000 and above	101,622	111,073	104,671	114,405

2. Whenever any officer whether elected or appointed, who holds that combined office of city treasurer and commissioner of the revenue, is such for two or more cities or for a county and city together, the aggregate population of such political subdivisions shall be the population for the purpose of arriving at the salary of such officer under the provisions of this item.

3. Whenever a treasurer is such for two or more cities or for a county and city together, the aggregate population of such political subdivisions shall be the population for the purpose of arriving at the salary of such treasurer under the provisions of this Item.

## **Maximum Rank Allocation**

Maximum rank allocation for Treasurers, Commissioners of the Revenue and Directors of Finance is as follows:

<b>Population</b>	<b>Grade</b>	<b>Maximum Rank</b>
0-9,999	6	DII
10,000-19,999	8	DIII
20,000-39,999	9	DIV
40,000-69,999	10	CDI
70,000-99,999	11	CDII
100,000-174,999	13	CDIII
175,000-249,999	14	CDIV
250,000-Above	14	CDIV

## **Staffing Standards**

### Compensation Board Criteria For Allocating New Positions In Directors Of Finances' Offices

In determining the allocations of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Director of Finance as part of the Compensation Board annual budget process.
2. The position requested must perform only the statutorily prescribed duties of the Director of Finance.
3. The Director of Finance's office must have a PC, or be connected to the city/county system or have such systems scheduled for installation within 12 months.
4. Funds and positions must be appropriated by the General Assembly.
5. The Compensation Board will use a combination of the staffing methodologies and weighted three-year average workload criterion developed by each of the Workload Study Committees of Treasurers and Commissioners of Revenue for their respective offices to determine the appropriate level of Compensation Board staff support for each office requesting additional positions.
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices

with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.

7. Because the current staffing of Directors of Finance's offices includes hourly-wage staff expressed as F.T.E. positions, any office receiving a new position shall not have its hourly-wage funds reduced equivalent to the salary of the new position.

## Staffing Methodology

The methodology used to determine appropriate staffing levels in each Director of Finance's office is based on a combination of methodologies developed by the Workload Study Committees for Treasurers and Commissioners of Revenue and adopted by the Compensation Board.

The methodologies for Treasurers and Commissioners of Revenue both consider current Compensation Board funded positions and hourly wage funded employees as full-time equivalent positions (FTE), as follows:

Using the hourly wage funded amount and dividing by the step one salary of a deputy I position, the number of part-time FTEs is ascertained. This is added to the Compensation Board approved full-time employees for the total personnel.

The workload information gathered from both Treasurers and Commissioners of Revenue is reported by Directors of Finance, and three year weighted averages of workload are calculated for each set of information. A staffing need based on each separate set of information is determined, and then the two figures are added to get a total staffing need.

The workload was weighted to take into account the difficulty or ease of performing the duties. The transactions for each of the categories were totaled and averaged. Then the percentage was calculated, with 100% as the total number of reported transactions in all categories. Similarly, the amount of time spent by the offices on each function was totaled and averaged, and a percentage of total time was then calculated for each category.

The percentage of transactions for each category was divided by the percentage of time for that category. This resulted in the weighted factor used in the analysis of workload. This weighted factor approach gives more weight to those transactions which are more time-intensive and less weight to those which require less time to complete.

The Treasurers' duties which were deemed to be local, such as vehicle decal issuance and those in the "other duties" category were removed from the total weighted transactions used in performing the statistical analysis.

Linear regression was used on both sets of data to assess the relationship between workload and current Compensation Board approved FTEs. Regression analysis is a statistical technique used to explain the relationship between factors, such as workload and current Compensation Board approved FTEs. After determining the number of

Compensation Board employees and the total number of hours worked each year per locality for both Treasurer and Commissioner of Revenue duties, the regression analyses were performed to determine formulas for lines of best fit and models were created.

Work Elements and Weights for data regarding Treasurer duties are as follows:

<u>Workload Elements</u>	<u>Weights</u>
Real Estate Tax	1.55
Personal Property Tax	1.08
Collections	.99
Vehicle License (Decals)	.79
State Income Tax	3.08
The resulting formula that was derived is: $.000036 * (\text{total weighted transactions}) + 1.92$	

Work Elements and Weights for data regarding Commissioner of Revenue duties are as follows:

<u>Workload Elements</u>	<u>Weights</u>
Parcels	.08
Transfers	.50
Reassessments	1.25
Personal Property	.17
M & T/Business	.33
Mobile Homes	.33
Tax Relief	.50
Business Lic./MC	.50
Land Use	.50
Business-Excise Tax	4.00
State Tax Returns	.33
Estimated Taxes	.17
Adjustments	.17
Cemetery Trust Accounts	8.00
Bank Franchise Tax Accounts	1.00
Public Service Corp Accounts	2.00
Coal/Gas/Oil Severance & Mineral Tax Accounts	2.00
Issuance of "No Fee" Decals	.17
Other Activities	.00
The resulting formula that was derived is: $.0002927 * (\text{hours of work each year}) + 1.7864$	

These formulas were used to determine the employees predicted to be needed to perform the work in any given locality based on the combined data trend of all other offices, and then total employees determined from each calculation were added together. Because each formula contains a base number of employees needed when weighted transactions are zero which includes the Constitutional Officer, the total number of employees needed is reduced by one in consideration of the fact that only one officer will be present in each office, where the combined base staff levels result in inclusion of two officers.